



DATA ACCESS REQUEST FORM

You must complete this Data Access Request Form (DARF) to request access to data collected and managed by or on behalf of the Association of Public Health Laboratories (APHL) Quality Systems & Analytics program. In order for your request to be considered, you must fully complete, sign and date this DARF and, once complete, email the form to lorelei.kurimski@aphl.org.

PROJECT BACKGROUND

Name of project:

Expected start date:

Expected completion date:

One-paragraph summary of project that must provide the following information:

- Research objective/question
- Proposed methods/analysis
- Implications of project to public health laboratory/public health practice

Type(s) of publication:

Primary method(s) of distribution:

Language of publication:

LEAD RESEARCHER INFORMATION

First or given name(s):

Last or family name(s):

Email address:

Phone number:

Job title/designation:

Employer or organization affiliation:

Employer or organization address:

APHL affiliation (if applicable):

CO-AUTHOR OR OTHER PRIMARY RESEARCHER INFORMATION

Note: Attach additional pages if needed.

First Co-author or Other Primary Researcher

First or given name(s):

Last or family name(s):

Email address:

Phone number:

Job title/designation:

Employer or organization affiliation:

Employer or organization address:

APHL affiliation (if applicable):

Second Co-author or Other Primary Researcher

First or given name(s):

Last or family name(s):

Email address:

Phone number:

Job title/designation:

Employer or organization affiliation:

Employer or organization address:

APHL affiliation (if applicable):

TYPE OF DATA REQUESTED

Are you requesting identifiable data? No Yes, please explain:

Specific data variables requested:

Data range requested:

Statement of storage method by which access to data will be limited to research team members only:

TERMS AND CONDITIONS FOR USE OF APHL DATA

By signing below, you agree to the following terms and conditions with regard to access and use of APHL data:

General Terms

1. APHL is not required to grant you access to any of its data and will consider your DARF in accordance with its data sharing policies and procedures in effect at the time.
2. If requested by APHL, you will be required to sign Non-Disclosure Agreement (NDA) in the form provided by APHL; APHL will determine whether a separate NDA will be required upon its receipt and review of your completed DARF.
3. Regardless of whether APHL issues a NDA to you, any and all data provided by or on behalf of APHL remains the property of APHL and you may only use the data for the purposes for which data access was granted as outlined in this DARF.
4. APHL may request a processing fee, which will be explained to you after APHL reviews your DARF.
5. If you are conducting research at or on behalf of an institution of higher education or a governmental agency, you will meet the requirements of that institution's or agency's human subjects or corresponding committee.
6. You must ensure that APHL's data is stored in a secure location with access limited to research team members only.
7. You will ensure that APHL's data is used only for the purposes described in this DARF.
8. Your research must be for academic or practitioner educational purposes only.
9. Your research will not be used to denigrate or disparage APHL, one or more of its directors, officers, staff or contractors, one or more of the association's members, one or more public health agencies or in legal proceedings.
10. APHL's cooperation will be acknowledged in all research produced as a result of such cooperation and you will include any funding disclaimer or acknowledgement furnished by APHL.
11. For public or non-confidential reports written in English, you will email a copy of the report to legal@aphl.org within one month of publication.
12. If the report is published in a language other than English or is released in a confidential manner, you will provide a one- to three-paragraph summary in English within one month of publication or release.

Copyright Guidelines

1. Findings and materials based on APHL data must include the following copyright information: [Insert description of the data] was obtained from the Association of Public Health Laboratories, Inc. and is used with permission. APHL reserves and retains all rights with respect to this data.
2. APHL expects you to provide the association with an online link to finished reports so the reports can be made available to its members and/or posted as an online resource.
3. While APHL data should not be used to generate profits, you do have the option to obtain sponsors for reports as a way to raise funds to cover the cost of report development. Please contact legal@aphl.org for more information about report sponsorship.

Ethical Guidelines

1. You may not use APHL data for commercial purposes or marketing.
2. Any report containing APHL data must include a disclaimer stating that the views in the report reflect the researchers' opinions and are not intended to represent the position or policies of APHL.

Academic Use Guidelines

1. Professors may request data to use in teaching undergraduate and graduate classes.
2. Doctoral students can request data for developing their dissertations.
3. Academic researchers are encouraged to produce peer-reviewed articles as a way to increase the body of knowledge about public health laboratories within the academic community.

By my signature below, I _____, the lead researcher on the project identified in this DARF do certify the truth and accuracy of the information I've provided in this request and I acknowledge and agree to the DARF's terms and conditions set forth above.

Signature

Date